

CLASS E THIRD PARTY ADMINISTRATOR PROGRAM DRIVING SKILLS TRAINING INFORMATION

1. Driving Skills Trainings are scheduled for a *consecutive 5-day period*. Training may be extended, however, dependent upon how well the information is received by the trainees and whether or not the trainer determines there may be a need for additional training.
 - a. Please note that Class E Driving Skills Examinations are to be provided only by those individuals who have successfully completed the training process.
 - b. A certificate of completion will be provided to the approved TPA examiners by the Department.

2. Only individuals who have been qualified as per the contract Qualifications section are allowed to attend the training. In other words, those individuals who were listed on the application documentation that was submitted by your company are the only individuals who are allowed to attend the training. This list will be provided to the trainers who will accommodate your training. If an individual is not listed, the trainer will not allow the individual to attend the training. There is a process, however, if you find that you want to hire other individuals to assist, which can be considered by doing the following:
 - Provide a list of full legal name, date of birth, driver license number and date fingerprint background checks were submitted for each person (note, the fingerprint results cannot be older than 90 days prior to the date of the request to approve additional employee candidates, or the individual will need to be reprinted).
 - Each individual's licensure record will be reviewed by the Department.
 - Each individual's fingerprint results will be reviewed by the Department.
 - You will receive written notification as to approval or denial for each individual from the Department.

**Note that if you are worker's compensation exempt, you will have to secure full worker's compensation insurance as outlined in the contract if you have anyone besides yourself conducting these services.

IMPORTANT INFORMATION –

- **All training attendees**
 - **Must be on time for training each day**
 - **Must be present for and complete all of the training**
 - **Shall not conduct or attend to any other business during training**
 - **Are expected to give the trainer their full attention; ALL of the training is extremely important to you, us and your customers.**
 - **Please be advised that if the above requests are not met during the entire training event, the trainer will immediately stop training, and your school will have to reschedule the training at a later date.**
3. Training will occur at your business location.
 - a. Trainers and trainees will need access to classroom facilities for a period of at least two consecutive days.
 - b. Electricity will be needed.
 - c. The trainer will discuss with you any need for audio/visual equipment or capabilities.

 4. Trainers will have a state vehicle available for training; however, if additional vehicles are required, those vehicles must:
 - a. Be insured
 - b. Meet operational inspection requirements

5. Training will consist of the following:
 - a. Ethics and Personal Responsibility
 - b. Safety and Welfare
 - c. Records Management
 - d. Customer Service
 - e. Hands-on behind the wheel and evaluation processes

6. Tablet instruction and information is provided by Solutions Thru Software.